



Foreign Affairs Manual

2 FAM – General

Change Transmittal: GEN-378

Date: January 24, 2010

2 FAM 710 ETHICS PROGRAM

Changes

1. **Linking forms directly to a forms site.** The primary change in 2 FAM 710 is that forms now link directly to a forms site. Formerly, graphics were created to replicate some forms and appeared as exhibits. Direct access to forms has made exhibits unnecessary. Form 1971, Termination Certification Statement, was updated and is also directly linked.
2. **Form SF-278**, Executive Branch Personnel Public Financial Disclosure Report, has been renamed **Form OGE-278**. Beginning January 1, 2012, this form will supersede Form SF-278 and will be the only acceptable form. Until that date, either form may be used.
3. **Change Transmittal** has replaced the term Transmittal Letter. Change Transmittal was selected as being more appropriate in this age of electronic information transmission.
4. Officers are reminded that Department-issued materials not codified in the Foreign Affairs Manual or its supplemental Foreign Affairs Handbook series generally have no regulatory validity (see 2 FAM 1115.2).

Filing Instructions for Paper Copies

1. Remove and discard old subchapter 2 FAM 710 (CT:GEN-368, 03-01-2010; 28 pages) and replace it with revised subchapter 2 FAM 710 (27 pages).
2. After inserting the material in the binder, insert this Change Transmittal letter immediately following the CT Checklist, then fill in the entry line for CT:GEN-378 and initial.

Distribution Notice

1. The Foreign Affairs Manual and Handbooks (unclassified) official version can be found on the State Department's Intranet site.
2. All posts and offices keeping paper versions of the Foreign Affairs Manual are responsible for maintaining the FAM on a current basis (see 2 FAM 1116.5).
3. Use **KFAM** and **AINF** TAGS on **all** communications on FAM/FAH issues; direct questions concerning issuance, validity, and updating to A/GIS/DIR. Direct questions concerning substance and interpretations to the office indicated at the end of this change transmittal letter.

(A/GIS/DIR)